

## HOW TO REPORT

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Everyone who receives food stamp benefits must report when their income or household situation changes. Most households have to report every month, but your worker will tell you whether you are a monthly or non-monthly reporting household.

The following list describes each type of reporting, but if you're not sure how to report changes, what changes to report, or what proof we need, be sure to ask your worker.

### MONTHLY REPORTING

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If your worker tells you that you are a monthly reporting household, you will need to turn in a complete Monthly Eligibility Report (CW 7) by the 5th day of each month.

When you turn in your monthly report, this information will be used to determine the amount of food stamp benefits you can get two months later. For example, your income and allowable expenses from January are used to figure the food stamp benefits you would get in March. This method is called retrospective budgeting.

#### You are required to report if:

- Anyone gets money from work, relatives, Social Security, Veterans benefits, tax refunds, or any other source, including self-employment.
- Anyone gets free rent or utilities.
- Anyone's job or training program changes.
- Anyone's income or source of income changes, starts or stops.
- Any child or any adult starts or stops school, college or training.
- You move in with someone else or anyone moves into or out of your home, including newborns, other children, spouses, absent parents, other relatives and non-relatives.
- Anyone moves to another address, plans to move, or gets a new mailing address. If you move to another county and you want to keep getting benefits, you must tell the county giving you aid and/or benefits AND ask for food stamp benefits again in the new county.
- Anyone gets payments or allowances for job, training or school expenses, such as educational grants and loans, transportation to and from job or training, etc.

- Anyone has job, training or school costs, such as dependent care, transportation, tuition, books, etc.
- Anyone has expenses that are paid for in total or in part by someone else, such as housing, utilities, medical, dependent care. etc.
- Any change in the order for court-ordered child support paid by a household member for a child not living in the home.
- Anyone gets, sells, gives away, or transfers property, such as a house, buildings or land; or personal property, such as money, a bank account, a motor vehicle, a boat, a trust fund. etc.
- Anyone's citizenship/immigration status of documentation changes, or they get a letter, form, or new card from INS.
- Anyone reaches 60 years of age.
- Any member of your household is avoiding or running from the law to avoid a felony prosecution, custody or confinement after conviction, or is in violation of probation or parole.
- Any member of your household has committed and been convicted of a drug-related felony for possession, use, or distribution of a controlled substance(s) that took place after August 22, 1996.

#### You may report the following changes to see if you can get more benefits:

- Any household member, who is disabled or age 60 or over, has changes in medical expenses or any new medical expenses.
- Any household member begins to pay court-ordered child support for a child not living in the home.

## NON-MONTHLY REPORTING

If your worker tells you that you are a non-monthly, or “change reporting” household, you will need to report the following changes within ten (10) days by:

- mail, telephone or in person at the County Food Stamp office OR
- turning in a DFA 377.5, Food Stamp Household Change Report OR
- turning in a Monthly Eligibility Report if you get cash aid.

**You are required to report the following changes within ten (10) days:**

- Your total monthly income starts, stops, or changes by more than \$25.
- Anyone’s source of income changes.
- You move in with someone else or anyone moves into or out of your home, including newborns, other children, spouses, other relatives or non-relatives.
- Anyone moves to another address, plans to move, or gets a new mailing address.
- Your household’s total cash, stocks, bonds, or other money is more than \$2000 (or \$3000 if someone in your household is age 60 or over).
- If there is a change in the amount of any court-ordered child support paid by a member of the household for a child not living in the home.
- Any member of your household is avoiding or running from the law to avoid a felony prosecution, custody or confinement after conviction, or in violation of probation or parole.
- Any member of your household has committed and been convicted of a drug-related felony for possession, use, or distribution of a controlled substance(s) that took place after August 22, 1996.

**You *may* report the following changes to see if you can get more benefits:**

- Anyone reaches the age of 60.
- Any household member, who is disabled or age 60 or over, has changes in medical expenses or any new medical expenses.
- Anyone in the household begins or ends a physical or mental illness.
- You have changes in your dependent care costs.
- Anyone’s citizenship/immigration status or documentation changes, or they get a letter, form, or new card from INS.
- Any household member begins to pay court-ordered child support for a child not living in the home.